

## Peninsula Elementary PTA: Standing Rules 2017-18

This unit shall be known as **Peninsula Elementary Parent Teacher Association (PTA)**.

**National/Local PTA #:** It shall be affiliated with the Portland Council PTA and the National PTA, and designated as unit #28244.

**EIN:** Peninsula PTA's Federal Tax Identification Number is 93-6039387.

**Affiliation:** Peninsula PTA is governed by the Unified Local Unit Bylaws of the National PTA and the Oregon PTA. Peninsula belongs to

**Annual dues** shall be \$11.00 per person. (\$1.50 goes to Peninsula PTA, \$9.50 goes to the National and State divisions.

Peninsula shall set its **Fiscal Year** from July 1st through June 30th.

A non-signing Member shall review bank statements each month.

### **Quorum:**

Quorum for each membership meeting shall be at least one board member plus six voting members.

Quorum for each executive board member meeting shall be at least three of four.

### **Meetings:**

Regular General Meetings of Peninsula PTA shall be held on the first Wednesday at 6:00 p.m. Meetings may also be held more, or less, often as deemed necessary by the PTA board.

General PTA dates for the school year starting September 2017 are September 6, October 4, November 1; December 6; January 3, 2018; February 7, March 7, April 7, and May 7.

Executive Board meetings of the Peninsula PTA shall be held monthly, or as often as deemed appropriate by the Board. Executive Board meetings are currently scheduled for 7:00 p.m. on the last Monday of each month preceding the general membership meeting scheduled for the first Wednesday.

The **officers of the association** shall be President, Vice President, Secretary, and Treasurer. Election of new officers shall take place in May 2018.

The **order of business** for meetings of this association shall be:

1. Call to order
2. Reading and approval of minutes
3. Financial Report and approval of treasurer's report
5. Community Reports
6. Committee Reports and other unfinished business
7. Guest Speakers
8. New Business & Announcements
9. Adjournment

### **Committees:**

The President of the Peninsula PTA may, with the approval of the Executive Board, appoint special committees as deemed appropriate.

### Money Handling

PTA reserves the right to have \$75 petty cash on hand in the PTA safe for use at PTA functions where sales are made. The safe combination is held by all elected PTA officers and the combination shall be changed every October 1st.

The PTA Executive Board reserves the right to change any pre-approved budget line item by 10% without having a vote by the general membership or meeting quorum.

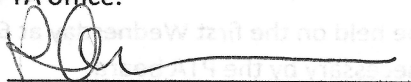
**Nominations** for the election to the Executive Board of Peninsula PTA will be open at the April General meeting. Voting will be by written ballot. Members of the Executive Board are eligible to serve in the same office for no more than three terms. Terms are two years in length. President and Treasurer positions are three years in length with the third year serving as an outgoing position to mentor the new electees.

These standing rules shall be reviewed and ratified within the first PPS school quarter. They shall be read by request at any General PTA Meeting, and made available on the PTA website. They may be amended or rescinded by a two-thirds vote at any general meeting.

Date Approved by the Membership:

Date sent to Oregon PTA office:

President Signature:



Secretary Signature:

